

Administrative - Internal Use Only

DD/A Registry

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24 AUG 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Office Evaluation Conferences

REFERENCE : Mult Adse Memo fm DDA dtd 27 Jul 78, subj:
Directorate MBO Program for FY 1978 and
FY 1979 (DDA 78-2921)

1. This memorandum, which supplements instructions in paragraph 9 of referent memorandum, forwards the schedule and offers guidance in preparing for the Evaluation Conferences to be held in October.

2. These Conferences will be held for the purpose of evaluating the effectiveness during the past year of the substantive missions that have been assigned to the Directorate of Administration. This series of Conferences allocates time for the senior line managers of the Directorate--the Deputy and Associate Deputy Directors, the Office Directors, and the line division or equivalent chiefs--to pause in the midst of daily demands and pressures and to review and pass value judgments on the long-range impact of their activities. The Evaluation Conferences, which are structured about the activities performed by the division-level components, also serve to continue the dialogue between the Deputy Director and the Division Chiefs that began with the DDA Division Chiefs Conference held several months ago. The value judgments by the Division Chiefs, who bear a heavy responsibility for the effectiveness of the Directorate, will offer a unique and valuable insight into the Directorate.

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3. The 90 minutes of the Conference will not afford sufficient time for a comprehensive and detailed examination of all the missions. It is suggested, therefore, that the evaluation focus on a few key activities within each division which are representative or indicative of the total effort. To provide dimension and perspective, the presentation by the Division Chiefs should delineate the nature and scope of the activity and cite pertinent facts and statistics, but emphasis should be placed on output or accomplishments against which value judgments are made.

4. The attached schedule lists by Office the date for the Conferences, which will be held in the DDA Conference Room. It is suggested that each Office in designing its presentation allot time blocks that will permit the Office Director to make a brief introduction, and/or summation, each one of the Division Chiefs to participate in presentation of the evaluation report, and the DD/A to chair a general question and answer session. Attendance at these Conferences will include the Office Director and his Division Chiefs and the DD/A, A/DDA, and involved O/DDA staff officers.

5. The early October dates for the Evaluation Conferences were selected to give Mr. Blake and Mr. Malanick the benefit of participating in these sessions before Mr. Blake's overseas trip in November and before the OMB/RMS hearings.

6. Please forward to the Management and Assessment Staff two working days before the Conference the agenda and the list of Office attendees identified by position titles.

Michael/J. Malanick

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Attachment:
Conference Schedule